

Subject: Functions and Organization of the Federal Research Division,  
Research Services

Section 1. Purpose

This Regulation describes the functions and organization of the Federal Research Division.

Section 2. Functions and Responsibilities of the Division

Under the provisions of the Economy Act of 1932, 31 U.S.C. 1535, and specific Memoranda of Agreement, the Federal Research Division conducts special research and specific bibliographic and abstracting services in support of various agencies of the United States Government, using the collections of the Library of Congress and other materials available through the Library's resources.

A. Upon request, or as an initiative project in anticipation of a request, the division collects, analyzes, and evaluates data to produce a study, report, abstract, translation, or computerized data base bearing on ongoing programs for a specific agency.

B. The division provides input to computerized data bases maintained by various Federal agencies and prepares English-language abstracts of scholarly foreign scientific and technical publications.

C. The division develops and maintains a staff of research analysts, information specialists, linguists, technicians, and support personnel, as necessary, to perform the functions described above.

Section 3. Organization of the Division

A. The division is administratively under the Director for General Reference, Research Services. Immediate administrative and operational responsibility for the division is vested in the chief of the division, who has specific responsibilities in accordance with the Memoranda of Agreement and Library policies and procedures for determining personnel requirements, budget preparation, program establishment, and agency liaison.

B. The Federal Research Division is comprised of the division office, including the chief, assistant chief, and supporting administrative personnel; a Research Support Section; and five program sections: Western Europe/Latin America Section, Middle East/Africa Section, Asia Section, U.S.S.R./Eastern Europe (Military, Political, Economic) Section, and U.S.S.R./Eastern Europe (S&T Industrial) Section.

C. In accordance with the Economy Act and the Memoranda of Agreement, the Federal Research Division operates with funds transferred by other Federal agencies to the Library of Congress, which is responsible for administrative functions and logistical support of the division. Federal agencies for whom the work is produced are responsible for technical guidance.

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